

Bylaws Reservoir High School (RHS) Music Boosters, Inc.
11550 Scaggsville Road Fulton, MD 20759

ARTICLE I: Name

The name of this Corporation is Reservoir High School Music Boosters, Inc

ARTICLE II: Objective

SECTION 1 -The objective of the Corporation shall be to stimulate student, parent, and community interest and participation in the Reservoir High School music program. Its members will promote fundraisers for the continued operation of the music program and provide aid and support to the music directors and school administration, wherever possible, for the harmonious operation of the music program.

SECTION 2 -The music program shall include all choral, strings, and band programs, and other music groups that the Reservoir High School Music Directors may form to meet the needs of the students and the school.

SECTION 3 -The Corporation shall at no time seek to direct the activities or control the policies of the Reservoir High School Music program.

SECTION 4 -The Corporation may provide and maintain accessories, music, and instruments, in addition to that which is provided by the Board of Education. All property acquired by the Corporation for the music program shall be given to and considered the sale property of the Reservoir High School Music Department, not the property of the Corporation. The Corporation may also assist the Music Department with transportation or other activities related to the music program of Reservoir High School.

ARTICLE III: Membership

SECTION 1 -Any individual interested in the objectives of the Corporation may become a member. Parents/guardians of all music department students are automatically considered to be members.

SECTION 2 -Each member of the Corporation shall be entitled to a single vote on any issue brought before the Corporation. Students may participate in the functions of the Corporation but are not entitled to vote.

ARTICLE IV: Officers

SECTION 1 -The officers of the Corporation shall be President, President-elect, First Vice President, Second Vice President, Secretary, Treasurer and Treasurer-elect.

SECTION 2 – These officers shall be elected and installed in June of each year and shall assume the responsibilities of their office on July 1st.

SECTION 2A – The President-elect and/or Treasurer-elect shall be elected and installed by January 1st, and begin their training immediately thereafter.

SECTION 3 -The normal term of office will be one year for all positions. All officers shall hold office from July 1st of the year in which they are elected until their successors have been duly elected and qualified, or until removed as herein provided. No officer shall hold the same office

for more than three consecutive terms. The final term for each officer shall include a year of successor mentoring as determined by the Executive Board.

SECTION 4 – The Executive Board, by a two-thirds (2/3) vote of the members present and voting, may remove from his/her position any Board member who fails to perform designated duties as outlined in these Bylaws, the current policies, procedures and/or job descriptions, fails to attend two consecutive Executive Board meetings without being excused, violates the basic policies, misrepresents the positions of the association or acts in any other way which is detrimental to the philosophy and purposes of the Corporation. When removal action is contemplated, the Board member will be advised by certified mail at least seven (7) days prior to the meeting determination and of his/her right to appear before the Executive Board at that meeting. Such removal constitutes a vacancy in that office.

SECTION 5 -The vacancy of any office created by resignation or removal shall be filled by a member appointed by the officers of the Corporation. Such appointee shall serve until the end of the term or until a successor has been found. The membership of the Corporation will be notified of the appointment.

SECTION 6 -The President shall appoint a nominating committee no later than February of each year to provide nominations for the ensuing June election, and no later than October 1st for the President-elect and/or Treasurer-elect.

ARTICLE V: Duties of Officers

SECTION 1 -President – The President shall preside over all meetings and perform such duties necessary to the operation of the Corporation. The President shall manage the business of the Corporation and shall see that all orders and resolutions of the Corporation are carried out. The President shall present at each meeting of the Corporation a report of the condition of the business of the Corporation. The President shall call meetings as required by these bylaws. The President is an ex-officio member of all committees except that an incumbent President who is eligible for re-election may not serve in any capacity on the Nominating Committee. The President may in his/her discretion delegate specific duties or responsibilities to the other officers of the Corporation as needed. If the President does not wish to hold a subsequent term, the officer will notify the Executive Board and begin the mentoring process for their successor.

SECTION 2 -First Vice President – The First Vice President shall carry out those duties or responsibilities delegated to him/her by the President. In the absence of the President, the First Vice President shall perform the duties of the President. As necessary, the First Vice President shall act as Sergeant at Arms. The First Vice President shall undertake such duties and responsibilities as determined by the President.

SECTION 3 -Second Vice President - The Second Vice President shall carry out those duties or responsibilities delegated to him/her by the President. In the absence of the President and the First Vice President, the Second Vice President shall perform the duties of the President. In the absence of the First Vice President, the Second Vice President shall serve as the Sergeant at Arms, if necessary.

SECTION 4 – Secretary – The Secretary shall keep a complete record of all Corporation meetings, a list of all Corporation records, shall file the Corporation's important papers and letters, in paper or digital format. These records shall be maintained in the Music Department

Office. The Secretary shall assist the President in generating correspondence on behalf of the Corporation.

SECTION 5 -Treasurer – The official duties of the Treasurer are to maintain the fiscal integrity and status of the Corporation. The Treasurer shall follow all procedures necessary to maintain and ensure all student and Booster accounts remain current and in line with any departmental or governmental requirements. The Treasurer shall collect and have charge of all Corporation moneys, shall pay all authorized bills, prepare the proposed budget for the following year, present and itemized statement of all accounts funds and balances at all business meetings, file an annual report and shall upon request provide any corporate financial information requested by the school Principal or Principal's designee. The Treasurer shall keep accurate books of all the Corporation's financial business and transactions. All transactions of over \$3,000.00 must be approved by two of the officers. Transactions in the amounts between \$2,000.01 and \$2,999.99 must be approved by two officers by email or in writing, but may be executed by the Treasurer or any other authorized officer. Transactions in an amount of \$2,000.00 or less may be signed by the Treasurer. Expenditures other than those contained in the annual budget require the express authorization of the Corporation's officers. An annual audit of the Treasurer's books will be performed at the end of each Corporation fiscal year by an independent professional auditor. Any officer may assist the Treasurer with his/her duties as needed. The officers may appoint an Assistant Treasurer as needed to assist the Treasurer with his/her duties. Assistant Treasurers are not officers. If the Treasurer does not wish to hold a subsequent term, the officer will notify the Executive Board and begin the mentoring process for their successor.

ARTICLE VI: Meetings

SECTION 1 -There shall be three general meetings of the Corporation each year. The first shall be held during the month of September at which time the budget and overall fundraising plan for the year will be presented. The second meeting will be held in January or February to review accomplishments and upcoming events. The third general meeting will be held in June to elect and install the new officers, and to review the current budget to make proposals for the upcoming year. The final vote on the budget shall take place at the September general meeting.

SECTION 2 -Special meetings of the Corporation may be called by the President, or by a majority of the officers of the Corporation, with at least one week's notice to the membership.

SECTION 3 -A quorum shall consist of four (4) members at an Executive Board meeting and seven (7) members at a general meeting. Meetings are open to any interested party, including the school administration.

ARTICLE VII: Executive Board

SECTION 1 -The Executive Board shall consist of all elected officers of the Corporation, the Reservoir High School Music Directors and the designated school Administrator who is an ex-officio member of the Executive Board.

SECTION 2 -The Executive Board shall meet monthly at a mutually agreeable day and time to ensure a quorum of board members.

SECTION 3 -An emergency Board meeting may be called by the President or at the request of at least two members of the Executive Board, with at least twenty-four hours notice to the members of the Executive Board.

ARTICLE VIII: Committees

SECTION 1 - Committees shall be formed by the Executive Board to carry out the business of the Corporation. These will include, but not be limited to: Scholarship, Volunteer, and Nominating committees. Each committee shall be chaired/co-chaired by individuals appointed by the Executive Board. Each chairperson shall provide a written report of committee activity to the Executive Board on a monthly basis while his/her particular committee is active, the report should be submitted to the President no later than three (3) calendar days prior to each Executive Board meeting. The Executive Board can approve designated fundraiser reports as part of the Treasurer's report. Each fundraising activity shall have a committee.

SECTION 2 –The Executive Board shall submit an annual budget at the September general meeting. The Treasurer and the Music Directors shall be members of this committee, as well as any interested member.

Sub-section 2.1: The proposed budget shall be a balanced annual operating budget and include annual contributions to the Long Term Replacement Reserve Fund for specifically designated Music Department items. These items may include, but not be limited to, the replacement cost of Marching Band Uniforms and Performance Tuxedos. The amount of the annual contribution for each item shall be established by the Executive Board based upon the projected life of the item and its anticipated replacement cost.

Sub-section 2.2: No funds in either Reserve Fund shall be utilized to develop the balanced annual operational budget for any given year. The Uncommitted Reserve Fund could be used, with approval of the Executive Board, to offset deficits in an annual budget once all other fundraising and cost reduction means have been exhausted. No Reserve Funds should be spent without accounting for student account credits contained in it. Under no circumstances will any reserve funds be used to fund any portion of optional departmental trips.

Sub-section 2.3: Donations of varying amounts may be solicited by the Corporation to help support the objectives of the Corporation.

SECTION 3 -The Nominating Committee shall present a slate of at least one nominee per office to be elected at the June and/or December general meeting. Members may make additional nominations from the floor.

SECTION 4 –Each fundraising activity chair shall evaluate their fundraiser to determine viability for the following year.

SECTION 5 -The Scholarship Committee shall consist of the President, Chairperson, and one Member at large. This Committee shall review applications and select scholarship recipients. Only graduating members of Reservoir High School, who are in good standing, may apply for Music Booster Scholarships. In the event the President's child is a scholarship applicant, the President shall appoint a different Corporation officer to serve in the President's stead. No member of the Scholarship Committee may be the parent of a scholarship applicant.

ARTICLE IX: Amendments

The bylaws of the Corporation may be amended by a majority vote of the members present at any general meeting provided that a quorum is present. The proposed amendment must have been presented either at the preceding general meeting of the Corporation or by written notice to the membership not less than ten (10) days prior to the date of the general meeting at which the approval vote will occur.

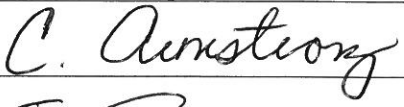

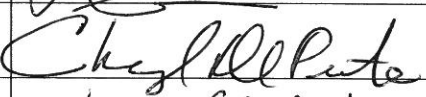
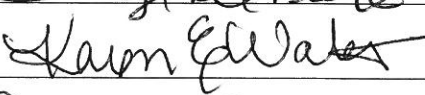
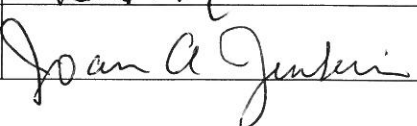
ARTICLE X: Dissolution

SECTION 1 -The Corporation may be dissolved under the following conditions:

- a. A majority of the entire Executive Board shall adopt a resolution declaring that dissolution of the Corporation is advisable and shall direct that the proposed dissolution be submitted for action thereon at either the next regular meeting or a special meeting of the Corporation called for this specific purpose.
- b. A written notice stating that the purpose of the meeting will be to take action upon the proposed dissolution of the Corporation shall be given to all members of the Corporation entitled to vote thereon not less than ten (10) days prior to the date of said meeting.
- c. The proposed dissolution shall be authorized by the affirmative vote of no less than two-thirds of all members present at the general meeting, providing a quorum is present.

SECTION 2 – Upon dissolution of the Corporation, after payments of all liabilities and compliance with all statutory requirements for dissolution, the remaining assets shall be given to the Principal of Reservoir High School, as Trustee, for the express purpose of purchasing equipment for the Reservoir High School Music Program.

These Bylaws were amended and approved on May 5, 2015

Officer	Name	Signature	Date
President	Chris Armstrong		5-5-15
1st Vice President	Tina Sauer		5-5-15
2nd Vice President	Cheryl DePinto		5-5-15
Treasurer	Karen Waters		5-5-15
Secretary	Joan Jenkins		5-5-15